

# MINUTES OF THE BOARD OF SUPERVISORS COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer Clerk of the Board of Supervisors 383 Kenneth Hahn Hall of Administration Los Angeles, California 90012

13 through 14

On motion of Supervisor Burke, seconded by Supervisor Antonovich, unanimously carried (Supervisor Knabe being absent), the attached recommendations of the Los Angeles County Audit Committee, were adopted. Following is a summary accounting of the attachments:

13.

Recommendation: Approve the following revisions to Policy No. 4.030 - Budget Policies and Priorities in Section 5 regarding overmatches, Section 9 regarding the 5% reserve, and Section 11 regarding assurances; also extend the sunset review date to December 17, 2008. APPROVE (04-2376)

14.

Recommendation: Approve revision to Policy No. 5.015 - Timely Submission of Contracts for Board Approval to reflect the implementation of the Countywide Contract Monitoring System; and extend the sunset review date to September 19, 2008. APPROVE (04-2377)

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Attachments (2)



# Los Angeles County AUDIT COMMITTEE

a Ollague, Chair
1st District
Brence Culp, Vice Chair
3rd District
Clinton Tatum
2th District
Rick Velasquez
4th District
Angela Mazzie
5th District

# ORIGINAL

August 25, 2004

The Honorable Board of Supervisors County of Los Angeles 383 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, CA 90012

Dear Supervisors:

POLICY SUNSET REVIEW PROCESS – POLICY #5.015 TIMELY SUBMISSION OF CONTRACTS FOR BOARD APPROVAL (ALL DISTRICTS AFFECTED) (3 VOTES)

## IT IS RECOMMENDED THAT YOUR BOARD:

Extend the Sunset Review of Policy #5.015 Timely Submission of Contracts for Board Approval to September 19, 2008.

# PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

In accordance with the Board of Supervisors Policy manual guidelines, the Audit Committee is submitting the results of the evaluation of Board Policy #5.015 Timely Submission of Contracts and its recommendation for further action by your Board.

Departments are required to plan for timely solicitation and development of contracts. Departments shall maintain the Countywide Contract Monitoring System (CCMS) by posting updates (e.g., new contracts, contract renewals, contract payments, etc.) to the system at least on a monthly basis. Department staff and management are responsible for reviewing CCMS reports monthly to ensure information is properly maintained and to identify contracts nearing expiration. In the event a new countywide contract data system is developed to replace CCMS, departments will be responsible for ensuring timely updates to such a system as determined at the time the new system is implemented.

Departmental staff is also responsible for taking appropriate action to exercise contract extensions and to initiate the bidding process with sufficient time to ensure the continuation of services and ensure that contracts do not become retroactive.

# FISCAL/FINANCING IMPACTS:

Establishes a specific protocol, including advance deadlines, for submission of contracts for Board approval prior to expiration of an existing contract, or prior to the effective date

Honorable Board of Supe 3ors August 23, 4 Page 2

for new contract services, and establishes a process of accountability to ensure compliance.

Contracts requiring Board approval must be filed no later than the Board agenda three weeks preceding the last agenda date at which the Board can act prior to the contract's effective date. Departments may not accept, receive or perform such contract services without prior approval by the Board, except under the specified circumstances. The Chief Administrative Officer (CAO) will not approve placement of a contract on a Board agenda if it includes a retroactive date, except under the specified circumstances (see joint Chief Administrative Officer and Auditor-Controller memorandum of September 7, 2000 to each Supervisor entitled, "County Policy/Procedures – Timely Submission of Contracts for Board Approval"). Retroactive contracts submitted for Board approval not meeting one of the specified circumstances will be returned to the department for appropriate revision of the contract term.

# FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

This policy was established per the August 29, 2000, Board Order, Synopsis 97, a September 7, 2000, a Joint Chief Administrative Officer and Auditor-Controller memorandum to each Supervisor, "County Policy/Procedures – Timely Submission of Contracts for Board Approval", the September 19, 2000 Board Order, Synopsis 70, and the September 21, 2000, Chief Administrative Officer memorandum to all department heads, "Policy/Procedures – Timely Filing of Contracts for Board Approval".

# IMPACT ON CURRENT SERVICES (OR PROJECTS):

The Chief Administrative Office is recommending the inclusion of information pertaining the CCMS as the CCMS was established in succession of the original policy.

Respectfully submitted,

Louisa Ollague

Chairperson, Audit Committee

LO:ML:kw

CC:

Chief Administrative Officer Commission Services Executive Officer of the Board of Supervisors County Counsel Auditor-Controller



# MINUTES OF THE BOARD OF SUPERVISORS COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer-Clerk of the Board of Supervisors 383 Kenneth Hahn Hall of Administration Los Angeles, California 90012

All Department/District Heads

At its meeting held September 19, 2000, the Board took the following action:

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David E. Janssen, Chief Administrative Officer, presented the attached report regarding a specific process of accountability for department contract management.

On motion of Supervisor Antonovich, seconded by Supervisor Burke, unanimously carried (Supervisor Yaroslavsky being absent), the Chief Administrative Officer and Auditor-Controller's attached joint report dated September 7, 2000, entitled County Policy/Procedures - Timely Submission of Contracts for Board Approval was adopted.

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Attachment

Copies distributed:

Each Supervisor

# 24.0 SEPARATE MATTERS

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Report by the Auditor-Controller and the Chief Administrative Officer regarding a specific process of accountability for department contract management, as requested by the Board at the meeting of August 29, 2000. THE BOARD APPROVED THE CHIEF ADMINISTRATIVE OFFICER AND AUDITOR CONTROLLER'S JOINT REPORT DATED SEPTEMBER 7, 2000, ENTITLED COUNTY POLICY/PROCEDURES - TIMELY SUBMISSION OF CONTRACTS FOR BOARD APPROVAL

Absent: Supervisor Yaroslavsky

Vote: Unanimously carried



# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012 (213) 974-1101 http://cao.co.la.ca.us

# VIA ELECTRONIC MAIL

Board of Supervisors GLORIA MOLINA First District

YVONNE B. BURKE Second District

ZEV YAROSLAVSKY Third District

DON KNABE Fourth District

MICHAEL D. ANTONOVICH

June 15, 2004

To:

Audit Committee

From:

David E. Janssen

Chief Administrative Officer

**BOARD POLICY SUNSET REVIEW - POLICY 5.015** 

Based on the request of the Executive Officer of the Board of Supervisors, I am forwarding proposed revisions to Board Policy 5.015 – Timely Submission of Contracts for Board Approval – for your consideration. The revisions reflect the implementation of the Countywide Contract Monitoring System (CCMS) since the time the original policy was enacted. Departments are now responsible for updating CCMS on a monthly basis as opposed to submitting hard copies of contract tracking reports to this office each month. The Auditor-Controller concurs with our proposed revisions.

If you have any questions, please contact Martin Zimmerman or Dorothea Park of this office at (213) 974-1326 or (213) 974-1319, respectively.

DEJ:MKZ DSP:os

Attachment

c: Executive Officer, Board of Supervisors Auditor-Controller

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SEP 21 2004



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Policy #:	Title:	Effective Date:
5.015	Timely Submission of Contracts for Board Approval	09/19/00

#### **PURPOSE**

Establishes a specific protocol, including advance deadlines, for submission of contracts for Board approval prior to expiration of an existing contract, or prior to the effective date for new contract services, and establishes a process of accountability to ensure compliance.

#### REFERENCE

August 29, 2000, Board Order, Synopsis 97

September 7, 2000, Joint Chief Administrative Officer and Auditor-Controller memorandum to each Supervisor, "County Policy/Procedures - Timely Submission of Contracts for Board Approval"

September 19, 2000 Board Order, Synopsis 70

September 21, 2000, Chief Administrative Officer memorandum to all department heads, "Policy/Procedures - Timely Filing of Contracts for Board Approval

## POLICY

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of September 7, 2000 to each Supervisor entitled, "County Policy/Procedures – Timely Submission of Contracts for Board Approval"). Retroactive contracts submitted for Board approval not meeting one of the specified circumstances will be returned to the department for appropriate revision of the contract term.

Departments are required to plan for timely solicitation and development of contracts. Departments shall maintain the Countywide Contract Monitoring System (CCMS) by posting updates (e.g., new contracts, contract renewals, contract payments, etc.) to the system at least a monthly basis. Departmental staff and management are responsible for reviewing CCMS reports monthly to ensure information is properly maintained and to identify contracts nearing expiration. In the event a new countywide contract data system is developed to replace CCMS, departments will be responsible for ensuring timely updates to such a system as determined at the time the new system is implemented.

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# RESPONSIBLE DEPARTMENT

Chief Administrative Office
Auditor-Controller
Executive Office of the Board of Supervisors

#### DATE ISSUED/SUNSET DATE

Issue Date: September 19, 2000

Review Date: July 15, 2004

Sunset Review Date: September 19, 2004

Sunset Review Date: September 19, 2008





Policy #:	Title:	Effective Date:
5.015	Timely Submission of Contracts for Board Approval	09/19/00

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elements, reflecting all Board-approved contracts and contracts under development. An updated contract inventory/tracking list shall be submitted to the CAO budget and operations analyst, in a format determined by the CAO, at least annually, but no later than August 1 of each year.

## RESPONSIBLE DEPARTMENT

Chief Administrative Office

Auditor-Controller

Executive Office of the Board of Supervisors

## DATE ISSUED/SUNSET DATE

Issue Date: September 19, 2000 Sunset Revi

Sunset Review Date: September 19, 2004

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